How to DELETE a Document

1) Click on Website Administration and then click on "Add or edit a DOCUMENT":

2) You will see a list of documents. If it is a long list you can sort these by Name, Modified, Categories, etc. by clicking on the words "Name," "Modified", etc…

3) Place a checkmark on the file(s) that you want to delete and then click on the "DELETE" button.
If you want to edit the file's properties (give it a different category, etc.) you can do so by clicking on the "EDIT PROPERTIES" button.
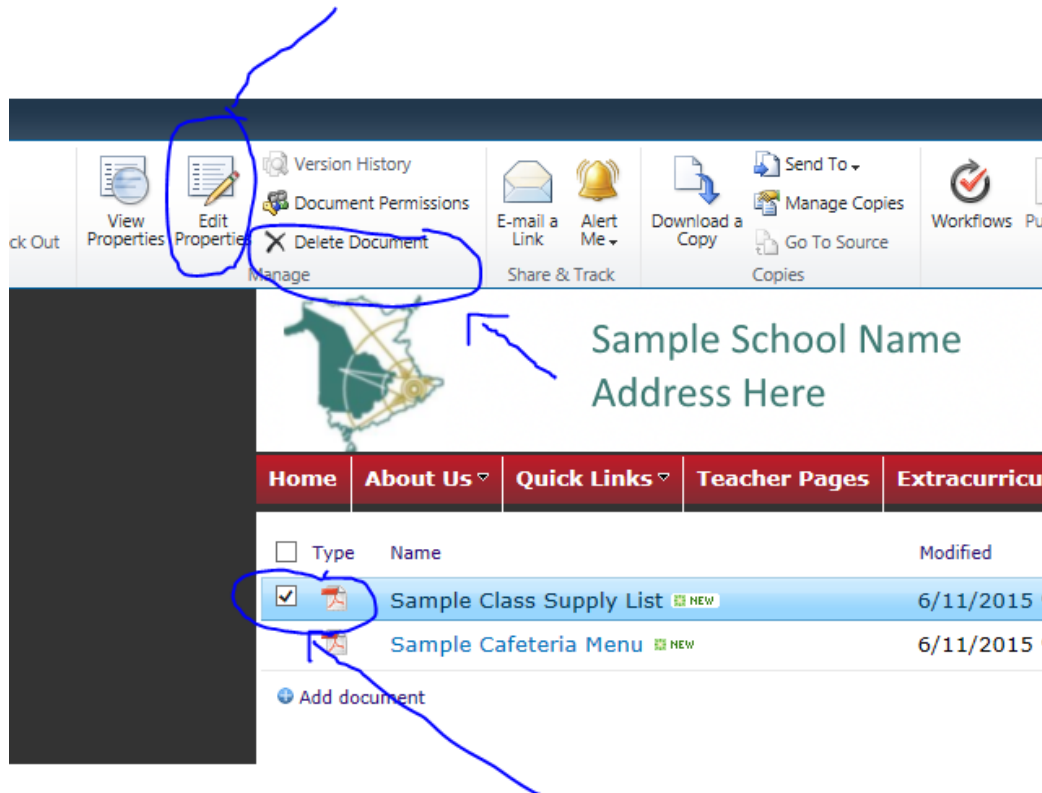
4) There will be times when you cannot find the document you want to delete. This is because it was added as an ATTACHMENT to a NEWS/GUIDANCE/SPORTS/ETC. blog post. In these cases you need to go directly to where that attached file was placed by clicking o n the appropriate link below and then following same procedures mentioned above:

4) Choose the Document Category carefully. This file will appear on the appropriate page(s) based on the category you select. For example, if you select the category "Cafeteria" it will automatically appear on the Cafeteria page. Document Form → Yes or No will place it in the "Forms" section when Yes is selected, otherwise let it default as No. Be sure to "CHECK IN" when finished uploading and selecting category.

5) This page will also allow you to delete a document by placing a checkmark on the left hand side and then clicking on delete.